

Minutes approved Oct. 16, 2013

**Town Meeting Coordinating Committee**  
**Minutes for Monday, September 30, 2013, 3:00 – 5:00 pm**  
**First Floor Meeting Room, Town Hall**

Present: Peggy Roberts, Nonny Burack, Mary Streeter, Alan Powell, Melissa Perot, Patricia Holland.

Absent: TracyLee Boutilier.

Guest: Maurianne Adams

Peggy called the meeting to order at 3:06 PM.

1. **Zoning Primer:** John Musante told Peggy she should get permission from David Ziomek in the Planning Department to pay for printing the primer. Alan will talk to Kris Pacunas about printing the primer, including a cover and a map insert, and will also seek prices from local copy centers. The primer has to be ready for the Oct. 30<sup>th</sup> Planning Board/TMCC joint meeting.
2. **Planning Board/TMCC Zoning Meeting:**  
We discussed a flyer Mary prepared for the meeting. Peggy will ask Christine Brestrup to make a powerpoint on article (i.e. chapter) 3 of the zoning regulations which would explain zoning terms and describe the zoning process. Nonny suggested people can write down questions they have or email them in advance besides asking them on the floor. Peggy will talk to both David Webber and Chris B. about the meeting's format. Mary will confirm that Amherst Media will televise it.
3. **Preparing for Events Prior to Town Meeting**  
**Packet Materials:** Material for the TM packets is almost ready. Mary will delete the announcement for the bus trip since we agreed the warrant contained so few articles to do with visible sites. She will include an announcement of funds available for dependent care.  
**Warrant Review:** Peggy and Nonny, with the help of three League of Women Voters members. are nearly done planning the warrant review.  
**Bus Tour:** Cancelled. Instead, Alan will take photos of places associated with warrant articles to post on our website.  
**Precinct Meetings:** The schedule is set. Janet Keller will lead the discussion for Precincts 1 and 3 with Nonny. The meeting for Precincts 2 and 9 will be in the Bridges Room at the Middle School.
4. **2013 Town Report:** We reviewed Peggy's draft of TMCC's annual report and found it very good.
5. **Response to Select Board:** Peggy drafted a full reply to the Select Board's comments on the Spring 2013 Town Meeting. However, we did not have enough time to review the draft.
6. **Response to Ms. Adams:** Maurianne Adams reviewed her two suggestions to TMCC for improving Town Meeting: 1) She would like questions addressed to a Town board to be answered at TM, and 2) a TM member should be allowed one follow-up question to the original one at TM. She pointed out that TM members may well need more information about an issue in order to make an informed decision on how to vote. Moderator Jim Pistrang had addressed her first question in writing by saying that if no one on a board wants to answer a question he would not insist someone do so. Alan commented that it is reasonable to expect staff members to answer questions posed. Mary advised that we get in touch with Jim Pistrang right away to discuss Ms. Adams' request and also to review his draft of Frequently Asked Questions. Ms. Adams thanked us and departed.
7. **Website and Listserv:** Mary said the website has been updated and the listserve is working.

**8. Rules for Speaking at Town Meeting:** No time to discuss.

**9. Minutes of September 20:** No time to discuss.

**10. Topics the Chair Did Not Reasonably Anticipate Before the Meeting:** Peggy told us that we must each sign the Conflict-of-Interest Test required by the state. She has sent it to us.

The meeting adjourned at 5:55 PM.

Submitted by Patricia Holland, Clerk.

**Documents Distributed:**

Agenda

Draft notice for the TM packet

Jim Pistrang's response to Maurianne Adams' email to TMCC

Minutes for Sept. 20th meeting

Draft List of TM Articles

Jim Pistrang's draft flyer, "Frequently Asked Questions"

Draft, TMCC's report for FY2013

Draft, TMCC's Reply to Select Board Post-Town Meeting Discussion

Draft, "Preparing for Town Meeting"

Guidelines for Visual Presentations at Town Meeting